

Ordinance No. 2861
CITY OF CONCORD

In the year of our Lord two thousand and twelve

AN ORDINANCE amending the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 30, Administrative Code.

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 30, Administrative Code; Article 30-2, Municipal Departments, by deleting Section 30-2-5, Finance Department, in its entirety, and replacing it with the following new Section 30-2-5, Finance Department:

30-2-5 Finance Department

(a) The Finance Department, under the general supervision of the Deputy City Manager-Finance, shall consist of four (4) divisions: Fiscal Control, Treasury/Collections, Purchasing, and the Office of Management and Budget (OMB). Each division shall consist of a division head and such other personnel as may be recommended by the City Manager and approved by the City Council. The Deputy City Manager-Finance shall perform the following functions:

- (1) Supervise all financial activities of the City.
- (2) Advise the City Manager on fiscal policy.
- (3) Manage City investments.
- (4) Manage City debt administration.
- (5) Make interim and annual financial reports.
- (6) Supervise City insurance and risk management.

(b) The Fiscal Control Division, under the immediate supervision of the Controller, shall perform the following functions:

- (1) Maintain an encumbrance system of budget operation.
- (2) Pre-audit all claims and demands against the City prior to payment.
- (3) Maintain and supervise control of all payments from public funds by individual warrants for each payment to the official having custody thereof.
- (4) Post-audit all receipts by all departments.
- (5) Post-audit all disbursements by the City Treasurer.
- (6) Maintain the general financial accounts of the City.
- (7) Prepare financial reports as required by the City Manager or as otherwise required by the Deputy City Manager-Finance.
- (8) Supervise all accounting operations of the City.
- (9) Perform all other related functions as required.

(c) The Treasury/Collections Division, under the immediate supervision of the City Treasurer, shall perform the following functions:

- (1) Maintain custody of all City funds, investments, and securities, except trust funds, including the deposit, withdrawal and recording thereof.
- (2) Maintain, jointly with other Trustees of Trust Funds, custody of all trust funds assets.
- (3) Negotiate, upon the authorization of the City Manager, all loans to the City.
- (4) Sign all checks, notes and bonds of the City.
- (5) Perform all other related functions as required.
- (6) Supervise the Tax Collector who shall, pursuant to the provisions of State Law, perform the following functions:

- a. Invoice and collect taxes from all persons and property upon which a tax is warranted for the amounts due and payable;
- b. Maintain proper records pertaining to the tax collection function;
- c. Turn over all receipts to the City Treasurer;
- d. Perform all other related functions as required.

(d) The Purchasing Division, under the immediate supervision of the Purchasing Manager, shall perform the following functions:

- (1) Administer the purchasing ordinance.
- (2) Receive, coordinate and approve all requests for the purchase of materials, supplies, equipment and services.
- (3) Solicit, receive and tabulate all competitive solicitations and award all subsequent contracts.
- (4) Prepare and maintain all necessary purchasing records.
- (5) Institute and ensure that all departments are practicing conservation measures for all commodities.
- (6) Administer the disposition of all surplus municipal property.
- (7) Perform all other related functions as required.

(e) The Office of Management and Budget (OMB) Division, under the immediate supervision of the OMB Director, shall perform the following functions:

- (1) Prepare the City's annual budget.
- (2) Prepare supplemental budget appropriations as needed.
- (3) Monitor budget performance throughout the fiscal year.
- (4) Assist departments with evaluating budgetary opportunities.
- (5) Promote the City's fiscal health.
- (6) Develop more efficient fiscal related processes and procedures.
- (7) Provide fiscal analysis for labor contract negotiations.
- (8) Perform all other related functions as required.

SECTION II: This ordinance shall take effect upon its passage.